

UNOFFICIAL MINUTES OF THE ANNUAL SCHOOL BOARD MEETING

THE SCHOOL BOARD OF BELLE FOURCHE SCHOOL DISTRICT NO. 9-1 MET IN REGULAR SESSION ON MONDAY, JULY 15, 2019, AT THE BELLE FOURCHE SCHOOL DISTRICT ADMINISTRATION OFFICE with president Tammy Clem presiding and members Jean Helmer, Nita Justice, Tara Knapp, Scott Mikkelson and Mike Tyndall present. Board member Kim Brill was absent. Administration present: Superintendent Steve Willard, Business Manager Susan Proefrock, Principals Julie Hatling and Mathew Raba, Activities Director Adam Nowowiejski and Special Education Director Caleb Case. Visitor: Lacey Peterson, Dennis Seyersdahl and Bryan Lessly.

Unless otherwise noted, all Board action was by unanimous decision.

President Clem called the meeting to order at 5:15 p.m. Clem led everyone in the Pledge of Allegiance.

Motion Justice, second Tyndall to approve the agenda as presented. Motion carried.

During Open Forum Dennis Seyersdahl presented his concerns with the high school band instruction.

Routine Business

Motion Justice, second Tyndall to approve the June financial statement as presented and the financial report for the Agency Funds Beginning Balance \$133,859.89, Income \$25,244.30, Expenditures \$15,140.11, Ending Balance \$143,964.08. Motion carried. Also presented were the financial year end reports for High School and Middle School Agency Funds and Trust Funds including the Helen Overpeck Spirit Award and Northern Hills Epilepsy Chapter Scholarship.

Motion Helmer, second Mikkelson to approve the meeting minutes of June 10, 2019, June 24, 2019 and June 27, 2019. Motion carried.

Motion Justice, second Knapp to approve the claims for payment as presented. Total Prepaid Claims by fund: General Fund \$612,410.56; Capital Outlay \$627,579.38; Special Education \$122,777.07; and Food Service \$3,543.75. Total Current Claims by fund: General Fund \$262,353.36; Capital Outlay \$34,257.82; Special Education \$8,193.18; Pension Fund \$32,822.80; and Food Service \$15,261.25. Motion carried.

SDCL 3-23 Disclosure Requirement

Board Member Tammy Clem is employed by Scott Peterson Motors and the Belle Fourche School District purchases vehicles from local car dealerships including Scott Peterson Motors (direct benefit in a contract). Motion Tyndall, second Helmer that the School Board has determined no conflict in this disclosure. Motion carried. (Clem abstained).

Board Member Nita Justice has a daughter, Brandi Vansickle, working for the School District as the School Nurse (interest in a contract). Motion Helmer, second Mikkelson that the School Board has determined no conflict in this disclosure. Motion carried. (Justice abstained).

Board Member Mike Tyndall is president of one of the local banks, First Interstate Bank, which does business with the School District (direct benefit in a contract). Mike Tyndall has a son, Jackson

Tyndall working with the summer buildings and grounds crew (direct benefit in a contract). Motion Justice, second Knapp that the School Board has determined no conflict in these disclosures. Motion carried. (Tyndall abstained).

Board Member Scott Mikkelsen has a wife, Shelly Mikkelsen, employed by the School District as an elementary teacher (direct benefit in a contract). Motion Tyndall, second Justice that the School Board has determined no conflict in this disclosure. Motion carried. (Mikkelsen abstained).

Board Member Tara Knapp owns and operates Subway Restaurants and Dairy Queen in Belle Fourche and on occasion contracts meals with the School District's Food Service Management Company Lunchtime Solutions Inc. (direct benefit in a contract). Board Member Tara Knapp's mother-in-law Jolleen Knapp is employed by the School District as a middle school teacher (interest in a contract.). Motion Justice, second Helmer that the School Board has determined no conflict in these disclosures. Motion carried. (Knapp abstained).

Motion Justice, second Knapp and carried that the School Board has determined no conflict in the following disclosures:

Superintendent Dr. Steve Willard has a wife, Mary Lou Willard, employed by the School District as a paraprofessional (direct benefit in a contract) and a son-in-law, Tommy Coyle, is employed by the School District in the position of head maintenance/custodian (interest in a contract). Dr. Willard's nephew Tate Bouman is employed by the School District as a high school teacher (interest in a contract). Dr. Willard's niece by marriage, Taylor Krogman is employed by the School District as a special education teacher (interest in a contract).

Business Manager Susan Proefrock has a sister, Mary Riley, who owns the Office Emporium store in Belle Fourche and the School District purchases office supplies from the store (interest in a contract). Susan's husband, Dan Proefrock is employed by the School District as the food delivery truck driver and maintenance (direct benefit in a contract). Erica Proefrock, daughter of Susan Proefrock, is co-owner of Column Greens, a hydroponics farm in Spearfish and on occasion contracts leafy green and culinary herbs with the School District's Food Service Management Company Lunchtime Solutions Inc. (interest in a contract.). Susan is a board member on Black Hills Educational Benefits Cooperative (direct benefit in a contract).

High School Principal Mathew Raba has a wife, Jammie Raba, employed by the School District as a middle school teacher (direct benefit in a contract) and a brother-in-law Tommy Coyle is employed by the School District in the position of head maintenance/custodian (interest in a contract).

Activities Director Adam Nowowiejski, owner of Ski's Pizzeria sometimes supplies food for school groups (direct benefit in a contract). Adam Nowowiejski has a son, Colby Nowowiejski working with the summer buildings and grounds crew (direct benefit in a contract).

Appointments of Board Members to Black Hills Special Services Cooperative Board of Directors - Two (2) School Board members will be appointed each year to the BHSSC Board of Directors and will receive a stipend. One (1) as a Board member and one (1) as an Alternate Board member. (Direct benefit in a contract).

Appointment of Board member and Business Manager to Black Hills Educational Benefits Cooperative Board - One (1) School Board member and the Business Manager will be appointed to the BHEBC board and will receive a stipend (direct benefit in a contract).

Voting - When a Board member has a family member working for the School District that Board member abstains from voting on issues involving said family member. Board members also abstain from voting on issues that are in a contractual nature or a business nature that directly benefit themselves or the immediate family members.

Supervision - When an administrator has a family member working for the School District that administrator does not evaluate said family member. A different administrator will evaluate the employee.

Any Board Member, Superintendent, Business Manager or Administrator affected by a potential conflict of interest is excused from discussion and consideration of such matters and a disclosure will be noted.

Individual Board members and administrators will self-report any new disclosures that may appear in the future.

Reports

Justice reported on the Belle Fourche School District Foundation meeting held June 18, 2019. Meeting minutes were shared with the Board.

Administrative reports were given.

Surplus Property

No Bids were received for the 1999 Ford E35 Delivery Truck and the 1995 Ford/Wayne School Bus. The notice of sale was published July 1 and July 8, 2019.

Motion Tyndall, second Helmer to authorize Supt. Willard and Business Manager Proefrock to negotiate the private sale of the 1999 Ford E35 Delivery Truck and the 1995 Ford/Wayne School Bus for not less than ninety percent of the appraised value without further publications or appraisal. Motion carried.

2019-20 Budgets

Motion Helmer, second Knapp, to adopt the 2019-20 budgets as follows: LET IT BE RESOLVED, that the School Board of Belle Fourche School District, after duly considering the budget and its changes thereto, to be published in accordance with SDCL 13-11-2, hereby approves and adopts its budget and changes thereto, to be its Annual Budget for the fiscal year July 1, 2019 through June 30, 2020. The adopted Annual Budget totals are as follows:

General Fund \$9,783,000.00; Capital Outlay Fund \$2,898,000.00; Special Education Fund \$2,373,000.00; Pension Fund \$69,513.00; Food Service Fund \$685,700.00; Other Enterprise Fund \$1,500.00; and Debt Service Fund \$42,750.00.

Tax rates/levies certified to the County Auditor will be as follows:

General Fund – Request Max - Ag \$1.473/\$1,000 of taxable valuation, Owner Occupied \$3.296/\$1,000 of taxable valuation, and Commercial/Other \$6.821/\$1,000 of taxable valuation; Capital Outlay Fund \$2,000,000.00; Special Education Fund – Request Max \$1.616/\$1,000 of taxable valuation.

The changes from the proposed to adopted budget are as follows:

	GENERAL FUND	CAPITAL OUTLAY	PENSION FUND	OTHER ENTERPRISE
MEANS OF FINANCE:				
Fund Bal. Designated to				
Finance FY20 Budget	55,000	30,000	(33,434)	1,000
Prior Years' Ad Valorem Taxes			434	
Other Revenue				500
Restricted Grants-in-Aid Received from				
Federal Gov't through the State	41,000			
Other Financing Sources				
Transfer In	(33,000)			
TOTAL MEANS OF FINANCE	63,000	30,000	(33,000)	1,500
APPROPRIATIONS:				
Elementary Programs		5,000		
Middle School Programs		9,500		
High School Programs		8,500		
Programs for Special Education		7,000		
Programs for Educationally Deprived	40,000			
TOTAL INSTRUCTION	40,000	30,000		
Guidance Services	1,000			
Operation & Maintenance of Plant Services	10,000			
Pupil Transportation Services	12,000			
TOTAL SUPPORT SERVICES	23,000			
Other Community Services				1,500
Other Financing Uses				
Transfers Out			(33,000)	
TOTAL APPROPRIATIONS	63,000	30,000	(33,000)	1,500

No changes to Special Education Fund, Debt Service Fund QSCB 2010 and Food Service Fund since the Budget Hearing on June 10, 2019. Motion carried.

President Clem recognized board member Kim Brill for her six years of dedicated service to the Belle Fourche School District 9-1. A plaque of appreciation will be given to Mrs. Brill.

Business for Fiscal Year 2019-20 having been completed, the meeting adjourned at 5:54 p.m.

The Board reconvened at 5:55 p.m. with Superintendent Willard acting as temporary chairperson and the following members present: Tammy Clem, Wayne Gilbert, Jean Helmer, Nita Justice, Tara Knapp, Scott Mikkelson and Mike Tyndall.

The oath of office was administered by Business Manager Proefrock to Wayne Gilbert and Mike Tyndall. Gilbert and Tyndall are beginning three-year terms as board members.

Superintendent Willard declared nominations were open for board president.

Tyndall nominated Clem for board president. Superintendent Willard called for any further nominations. No further nominations were made.

Motion Mikkelson, second Justice that nominations cease, and a unanimous vote be cast for Clem as president. Motion carried.

President Clem called for nominations for board vice-president.

Justice nominated Mikkelson for vice-president. President Clem called for any further nominations. No further nominations were made.

Motion Helmer, second Tyndall that nominations cease, and a unanimous vote be cast for Mikkelson as vice-president. Motion carried.

Consent Agenda

Motion Justice, second Helmer, and carried to approve the following consent agenda items (1-27):

(1) Designate First Interstate Bank, Wells Fargo Bank, Pioneer Bank & Trust, Wells Fargo Investments, and SD Public Funds Investment Trust (FIT) as official bank depositories for all funds and custodian of the General, Capital Outlay, Special Education, Pension, Debt Service Funds, Capital Projects, Food Service and Other Enterprise Fund is Business Manager Proefrock; Business Manager Proefrock shall be the custodian of the Elementary, Middle School, High School Agency Accounts and Imprest Account, Northern Hills Epilepsy Scholarship Account and the Helen B. Overpeck Memorial.

(2) Designate the *Black Hills Pioneer* as the official publication for the District for FY 2019-20.

(3) Set the regular monthly school board meeting to be held on the second Monday of each month at 5:15 p.m. in the Administration Office of the Belle Fourche School District 9-1.

(4) Adopt Board policies.

(5) Designate Superintendent Willard as administrator in charge of all federal programs for FY 2019-20; designate Business Manager Proefrock as an authorized representative; and approve filing of applications for continuation of federal programs in FY 2019-2020 and FY 2020-2021 as follows: Title I, Part A (Improving the Academic Achievement of the Disadvantaged); Title I, Part C (Migrant); Title II, Part A (Improving Teacher Quality); Title II, Part B (Mathematics and Science Partnership Program); Title II, Part D (Enhancing Education through Technology); REAP (Small, Rural School Achievement Program); IDEA Part B Flow Through Funds; IDEA Section 619 (Preschool) Flow Through Funds; Title I School Improvement; Title III English Language Acquisition; Title IV, Part A (School Support and Academic Enrichment Program); Food Service; Technology Implementation Grants; Curriculum Development Grants, National Endowment for the Arts; Medicaid Administrative Claiming Program; and 21st Century Community Learning Centers Program Grants.

(6) Authorize the Business Manager to institute an agreement for participation in Child Nutrition Programs with Child and Adult Nutrition Services for 2019-20 and designate the Food Service Secretary as to be determining official and the Business Manager as the verifying official for reviewing free and reduced lunch applications and to designate the Superintendent as the hearing official.

(7) Authorize the Superintendent to close school in the event of emergency situations or inclement weather and set the chain of command as follows: Superintendent Willard, High School Principal Raba, Middle School Principal Smidt, Elementary Principal Hatling, Activities Director Nowowiejski, Business Manager Proefrock and School Board President.

- (8) Authorize the Business Manager to invest and reinvest funds in institutions which serve the greatest advantage to the School District.
- (9) Authorize Trust and Agency accounts to be opened with the discretion of the Business Manager and new account(s) be noted on the monthly financial statements for the area involved.
- (10) Authorize the advertising for bids.
- (11) Set admissions charges for FY 2019-20 high school athletic activities as follows: grades K-12 with no activity ticket, \$3.00; adults with no activity ticket, \$5.00; K-12 season ticket, \$25.00; adult season ticket, \$35.00; prekindergarten, free; senior citizens (age 55), free with pass from high school office; and School District retirees and spouses, free with pass from the high school office.
- (12) Board member compensation shall be \$75.00 per meeting and other compensation as per policy.
- (13) Appoint the firm of Bennett, Main, Gubbrud and Willert, PC as legal advisors for the School District for FY 2019-20 through the annual meeting of 2020.
- (14) All students who legally reside within the Belle Fourche School District 9-1 shall be assigned to the various school buildings of the district as follows:
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|----------------------------|--|
| Kindergarten | North Park School, 29 North 6 th Ave. |
| Grades 1 through 4 | South Park School, 1816 Valley Dr. |
| Grade 5 through 8 | Belle Fourche Middle School, 1302 Ziebach St. |
| Grades 9 through 12 | Belle Fourche High School, 1301 12 th Ave. |
| Grades 10 through 12 | Belle Fourche Education Connection, 2315 Dakota Avenue,
LowerLevel |
| Special Education Students | Shall be assigned by board resolution according to needs of the
students. |
- (15) Designate Elementary Principal Hatling, Middle School Principal Smidt and High School Principal Raba as truant officers to their respective areas for the 2019-20 school year.
- (16) Adopt the state rates for travel expenses.
- (17) Approve the 2019-20 tuition rates for out-of-state non-resident students attending the Belle Fourche Schools as follows: Elementary Grades K-4 \$100.00/day, Middle School Grades 5-8 \$105.00/day and High School Grades 9-12 \$110.00/day; tuition rates for special needs students will be determined on an individual basis.
- (18) Approve all applications for public school exemption certificates (SDCL 13-27-3) submitted for the 2019-20 school year.
- (19) Appoint Jeff Caldwell as a Superintendent designee for Special Education IEP meetings.
- (20) Appoint Tina Rosenkranz as 504 Coordinator.
- (21) Appoint Adam Nowowiejski as Title IX Coordinator.
- (22) All new support staff hire agreements will be contingent upon passing a back evaluation.

(23) Approve the Records Retention and Destruction Guide for South Dakota Local Schools for use by the Belle Fourche Schools and Central Office and authorize destruction of records accordingly.

(24) Approve the food service prices as follows: Lunches: elementary (grades K-4) \$2.85; middle school (grades 5-8) \$2.95; high school (grades 9-12) \$3.05; and adults \$4.00; Breakfasts: All grades K-12 \$1.80 and adults \$2.15.

(25) Additional compensation as follows: Curriculum/ professional development stipends – L Janish \$65.00, T Soldatke \$65.00, C Brown \$195.00 and C Parker \$195.00.

(26) Resignations submitted by Alicia Anderson as a paraprofessional, effective 05/23/2019; Kelli Ryan as a special education paraprofessional, effective immediately; and Rainee Fiester Strickland as a special education paraprofessional/driver, effective immediately.

(27) Accept the request from Chrissy Montgomery to be released from her extra-curricular contract as assistant girls soccer coach, effective immediately.

Legislative Chairperson

Motion Justice, second Mikkelson to appoint Helmer as the legislative chairperson for the 2019-20 school year. Motion carried.

ASBSD Delegate

Motion Helmer, second Tyndall to appoint Mikkelson as voting delegate and Gilbert as alternate to the ASBSD Delegate Assembly. Motion carried.

Cooperative Purchasing Connection Participation Agreement

Motion Justice, second Gilbert to approve the Participation Agreement between the Cooperative Purchasing Connection and the Belle Fourche School District 9-1. Motion carried.

Agreement with West River Foundation for House Project

Motion Helmer, second Mikkelson to approve the Agreement between West River Foundation and Belle Fourche School District for the carpentry class/student built house project. Motion carried.

Recommendations for Personnel

Motion Helmer, second Mikkelson to approve the administrative recommendations for personnel as follows: hire Donovan Burns as the transportation supervisor, effective 07/01/2019; and hire beginning the 2019-2020 school year – Emma Thomas as a high school/middle school teacher; Cheryl Weber and Brittany Begeman as special education paraprofessionals, Pamela (PJ) Aden as special education behavioral support, reassign Ryan Lange to head middle school football coach, hire Zach Lange as assistant middle school football coach, Rebekah Ruby as assistant girls soccer coach and Alex Keller as assistant boys soccer coach. Motion carried.

There being no further business to come before the Board at this time, the meeting adjourned at 6:13 p.m.

Tammy Clem
President

Susan L. Proefrock
Business Manager

June 30, 2019 Financial Statement

General Fund: Balance: \$1,995,949.45; Receipts: Local Sources: Taxes \$93,133.69; Interest Earned \$1,651.25; Other Cocurricular Income \$2,528.20; Donations \$466.50; Misc. \$5,520.88; Intermediate Sources: State Fines \$10,248.36; State Sources: State Aid \$444,597.00; Student Teacher Supervision \$3,550.00; Other State Revenue \$7,513.67; Federal Sources: Title I Part A \$38,790.00; Title II Part A \$8,611.00; Title IV SSAE \$958.00; Fresh Fruits & Veg Program \$4,054.82; Total Receipts \$621,623.37; Disbursements: Claims \$194,143.15; Payroll & Benefits \$612,410.56; Void check 118492 (\$460.00); Void check 118553 (\$977.84); Refunds/Reimb. (\$16,561.90); Prior Month Correction \$298.00; Prior Month Correction (\$6,754.00); Transfer from Capital Outlay \$200,000.00; Transfer from Pension Fund \$75,000.00; Transfer to Special Education (\$100,000.00); Balance \$1,997,562.85

Capital Outlay: Balance: \$3,448,351.54; Receipts: Local Sources: Taxes \$64,124.95; Interest Earned \$1,272.50; Total Receipts: \$65,397.45; Disbursements: Claims \$158,119.44; Transfer from BFSF Foundation \$14,100.00; Prior Month Correction (\$298.00); Prior Month Correction \$6,754.00; Transfer Out to QSCB Debt Service (\$2,736.00); Transfer to General Fund (\$200,000.00); Balance \$3,173,449.55

Special Education: Balance: \$172,680.51; Receipts: Local Sources: Taxes \$33,239.40; Interest \$99.95; Medicaid Direct Services \$7,246.98; State Sources: State Aid \$73,754.00; Student Teacher Supervision \$1,300.00; Federal Sources: IDEA Part B \$26,483.00; IDEA Part B Preschool \$5,687.00; Total Receipts: \$147,810.33; Disbursements: Claims \$47,517.42; Payroll & Benefits \$122,945.07; Transfer from General Fund \$100,000.00; Balance \$250,028.35

Pension Fund: Balance: \$143,876.55; Receipts: Local Sources: Taxes \$174.75; Interest Earned \$27.70; Total Receipts: \$202.45; Disbursements: \$0; Transfer to General Fund (\$75,000.00); Balance \$69,079.00

Food Service: Balance: \$69,243.97; Receipts: Local Sources: Interest Earned \$17.90; Summer Program Lunch Receipts \$76.00; School Lunch/Breakfast Receipts \$906.51; State Sources: State Reimbursement \$2,593.90; Federal Sources: School Lunch/Breakfast/Special Milk Reimb. \$28,791.78; Total Receipts: \$32,386.09; Disbursements: Claims \$53,108.35; Payroll & Benefits \$3,543.75; Moneris ACH charges \$335.43; Balance \$44,642.53

Other Enterprise: Balance: \$67,707.63; Receipts: Local Sources: Misc. \$90.00; Total Receipts: \$90.00; Disbursements: Claims \$980.00; Balance \$66,817.63